

Security Information

Additional space made available no action can be taken.

ORGANIZATION AND METHODS SERVICE

ER-4-3637
JUL 22 1953

SURVEY REPORT

SUBJECT: Central Processing of Travelers

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| By | <i>[Signature]</i> |

1. PROBLEM. The problem approached by this report is the elimination of duplication of effort between the Central Processing Branch, Personnel Division (Covert), Personnel Office, and the Passenger Movement Branch, Transportation Division, Logistics Office.

2. FACTS BEARING ON THE PROBLEM. Meetings were held in the Office of the ADD/A on 15 April and 3 June 1953, at which determinations were reached as indicated by Attachments A and B, Memorandums for the Record prepared by Mr. [REDACTED], Special Assistant to the DD/A.

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Following these meetings, representatives of the Personnel Office and Logistics Office agreed to establish a committee to work out the details of the decisions indicated by Attachments A and B. This committee prepared a proposed distribution of duties and responsibilities for the processing of travelers, Attachment C.

3. DISCUSSION AND CONCLUSIONS.

- a. In general, Attachment C provides that the work of processing travelers, for both overseas and domestic travel, should be done by CPB. It also provides that the LO has staff and technical responsibility for transportation matters, and that the more technical aspects of processing travelers, such as handling personal effects (unaccompanied baggage, household goods, automobiles) should remain in PMB.
- b. In order to accomplish this, authority to secure transportation should be delegated to the AD/Personnel which he may redelegate as necessary. A proposed delegation of Authority, Attachment D, has been prepared.
- c. One minor change should be made in the Agency Regulations. [REDACTED] Organisation, Personnel Office, paragraph 7f(11) provides for a central processing service for personnel departing for and returning from overseas. This should be changed to cover both overseas and domestic travel and Attachment E has been prepared for this purpose.
- d. Attachment C, paragraph 4, provides for tentative tables of organization for CPB and PMB totalling 24 positions. Since CPB has been planning a review of its entire T/O, it is believed that the establishment of detailed T/O's for the travel processing function should

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be made the subject of a separate study with the understanding that the number of positions will not exceed the totals shown for each element in Attachment C, i.e. 13 positions in CPB Travel Section and 11 positions in PMB.

- e. As indicated in Attachment C, paragraph 6, implementation of this proposal depends upon the availability of space. Subject to prompt submission to General Services of Personnel Office requirements as to partitions, telephone and other service facilities for CPB, the space may be available by 31 July 1953.

4. RECOMMENDATIONS. It is recommended that:

- a. Attachment C, Proposed Distribution of Duties and Responsibilities for the Processing of Travelers, be approved.
- b. Attachment D, Delegation of Authority to the AD/Personnel, be approved by the Chief of Logistics.
- c. Attachment E, Proposed change in Regulation [REDACTED] paragraph 7f(11), be approved. 25X1A
- d. The Personnel Office and Logistics Office, in cooperation with O&M Service, recommend as promptly as possible detailed T/O's to conform to the requirements of the work as provided herein.
- e. The implementation of this proposal be made effective with the availability of additional space for CPB.
- f. The O&M Service be directed to assist the CPB and PMB in the implementation of the procedural changes contemplated by Attachment C.

(s)

W. L. PEEL

Management Officer

I have signed attached delegation of authority in compliance with Concurrences: the directive of the ABDA. Although I do not concur with the organization herein proposed, because I am of the opinion that it violates the principles of centralized administration, this Office will render all possible assistance to make the plan work.

CHIEF OF LOGISTICS

Date 20 July 1953 (s) J. A. Garrison

(s) George E. Meloon
for

19 June 1953

ASSISTANT DIRECTOR/PERSONNEL

Date

(s) [REDACTED]
for

19 June 1953

CHIEF, GENERAL SERVICES

Date

Distribution:

1-Cf. Log.

1-Pers. Dir.

APPROVED:

Subject to exceptions stated on accompanying sheet.

1-Cf. GE

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ACTING DEPUTY DIRECTOR (ADMINISTRATION)

Date

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